Policy on Modified Duties for LEO Lecturers IV

The policy described in this document applies to LEO Lecturers IV in the College of Literature, Science, and the Arts. LEO LIVs are encouraged to contact their chair or director with any questions about this policy, including questions of eligibility.

A LEO LIV who becomes a parent is entitled, upon request, to a period of modified duties, without a reduction in salary. This period is designed to permit the lecturer a period of adjustment to the parenting needs of a newly born or adopted child. "Modified duties" is specifically a relief from direct teaching responsibilities for an academic term. The lecturer is expected to fulfill her other regular duties as defined in her appointment letter. The lecturer cannot be employed by another institution during the period of modified duties.

Terms/Eligibility: Modified duties are available to a LEO LIV who gives birth to or adopts a child. The period of modified duties must be taken within 12 months of a child joining the family, whether by birth or adoption. Modified duties are available immediately upon appointment as a LEO LIV. A LEO LIV may take one term of modified duties for each child added to the family.

Procedure: A LEO LIV who wishes to take a period of modified duties should submit a written request to the appropriate chair or director. The chair or director will include a memo acknowledging the request and forward both to their relevant Divisional Associate Dean for approval. The request must include the reason for a period of modified duties, the term for which modified duties is being requested, and the responsibilities the lecturer will continue to perform.

Funding: The College will provide the lecturer’s LSA academic unit with reasonable visitor resources to replace teaching that is lost through the granting of a term of modified duties.

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